

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES ASSISTANT -  
Insurance and Benefits

SALARY GROUP: B12

DEPARTMENT: Human Resources Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Nancye Gardner DATE: 2/04/2013

POSITION #: 004335

**I. JOB SUMMARY**

Performs entry level human resources administrative and technical assistance work. Work involves assisting in the administration of a human resources management program and ensuring compliance with state and federal laws and regulations. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Provides information and assistance to employees, beneficiaries, units, departments, other agencies, and vendors regarding insurance and benefits programs.
  - B. Audits insurance forms; performs data entry to record payroll deductions for participation in the Group Benefits Program (GBP); reviews and audits daily insurance transaction reports; and assists in coordinating the processing of insurance transactions with units and departments.
  - C. Researches human resources records; compiles supporting documentation; prepares forms, correspondence, and reports; and maintains records and files.
  - D. Assists in implementing agency policies, procedures, rules, and regulations; ensures compliance with state and federal laws; and makes recommendations for program improvements and adaptations.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Four years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
3. Human resources experience preferred.
4. Computer operations experience preferred.

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of the principles and practices of human resources management.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill to plan work in order to meet established guidelines.
9. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
10. Skill to type 45 words per minute (with no more than 10 errors) preferred.
11. Skill to operate a 10-key calculator by touch preferred.

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**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.